



Symbols and Links

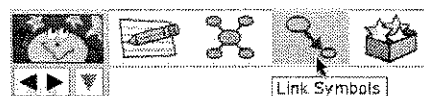
Adding Symbols

1. Type a topic in the center symbol.
2. Click the Add Symbol tool.
This will add a symbol which will be linked to the first idea symbol.
3. Click and type a subtopic in the new symbol.
4. Continue to click, type, and add symbols until your web is complete.



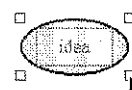
Adding Links

1. Click to select the symbol from which you want to link.
2. Click the Link Symbols icon.
3. Click the symbol to which you want to link.



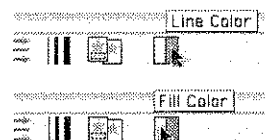
Moving / Resizing Symbols

1. Click and drag the center of a symbol to move it to the desired location.
2. Click and drag one of the corner handlepoints to resize a symbol.
Note: click and drag the bottom right hand corner to maintain the proportions while resizing.



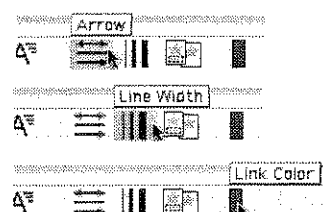
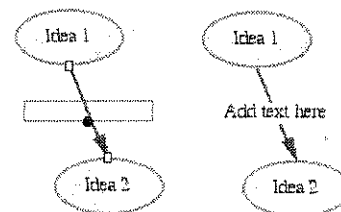
Symbol Colors

1. Click to select the desired symbols:
 - a. Click one symbol to select it.
 - b. Hold the Shift key on the keyboard while you click to select multiple symbols.
 - c. Pull down the Edit menu to Select All to select all symbols.
2. To change the border color, click the Line Color icon at the bottom of the screen. Select the desired color.
3. To change the fill color, click the Fill Color icon at the bottom of the screen. Select the desired color.



Link Options

1. Click to select the desired symbols:
 - a. Click one link to select it.
 - b. Hold the Shift key on the keyboard and click to select multiple links.
 - c. Pull down the Edit menu to Select All to select all symbols and links.
2. If desired, click in the shaded rectangle and type to add text to the link.
3. Click the arrow to toggle through: no arrows, one arrow, two arrows.
4. Click the line width icon to toggle through various line widths: thin, medium, thick, dashed.
5. Click the Link Color icon to choose a color for the link.

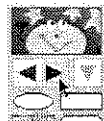




Images

Using Images as Symbols

1. Click to select the desired symbol(s) on the screen.
2. Use the arrows at the top of the symbol library palette to scroll through the available graphics.
3. Choose a graphic and click.
4. The symbol(s) you selected in step one will be replaced by the graphic you just chose.
or
1. Click to select a graphic from the symbol library palette and drag it onto the screen.

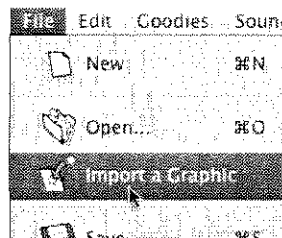


Pasting Graphics from Other Sources

1. From another program, select and copy a graphic.
2. Return to Kidspiration.
3. Paste the graphic. (Pull down the Edit menu to Paste.)
The graphic automatically becomes a symbol.

Inserting Graphics from Other Sources

1. From the File menu, choose Import a Graphic.
2. Find a graphic on your hard drive, disk, or CD-ROM.
3. Click to select the desired graphic file and click Open.

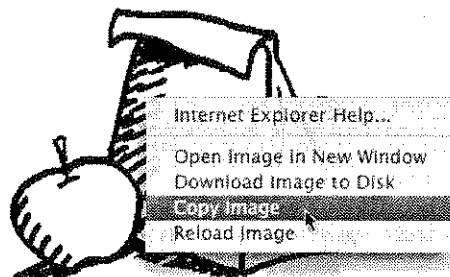


Using Graphics from the Internet

1. Find a graphic on the Internet at a royalty free clip art site.

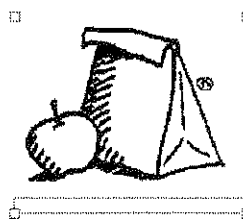
Option 1:

1. Macintosh - Click the graphic and hold (or Control - click) until a menu appears.
Windows - Right click and a menu will appear.
2. Choose Copy Image or Copy this Image.
3. Return to Kidspiration.
4. Pull down the Edit Menu to Paste.



Option 2:

1. Macintosh - Click the graphic and hold until a menu appears.
Windows - Right click and a menu will appear.
2. Choose Save Image As; Save Picture As; or Download Image to Disk.
3. Return to Kidspiration.
4. Pull down the File menu to Import a Graphic.
5. Find the image you just saved from the web.
6. Click Open.



Note -- animated graphics will also work in Kidspiration.
Be sure to use Option 2 above.

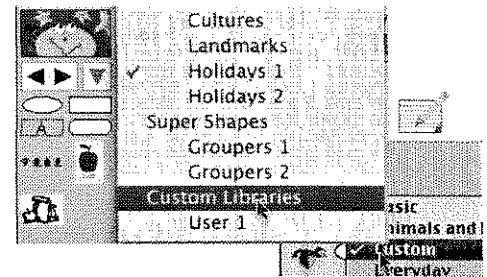


Customizing the Symbol Library

Adding Symbols to the Library

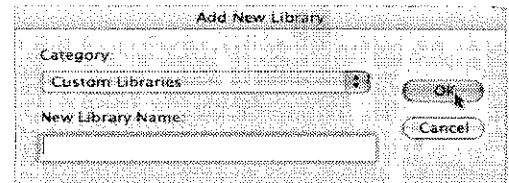
1. Paste or import a new graphic onto the page.
2. Click to select the graphic.
3. Pull down the Teacher menu to Install User Symbol.
4. Choose the size of your symbol.

This will add your graphic to the Custom library category.



Adding Symbol Library Categories

1. Pull down the Teacher menu to New Symbol Library.
2. Enter a name for the new category.
3. Click OK.



Editing the Symbol Libraries

1. Pull down the Teacher menu to Edit Symbol Libraries.
2. You can edit up to two symbol libraries at a time:

Rearranging the symbols within a library

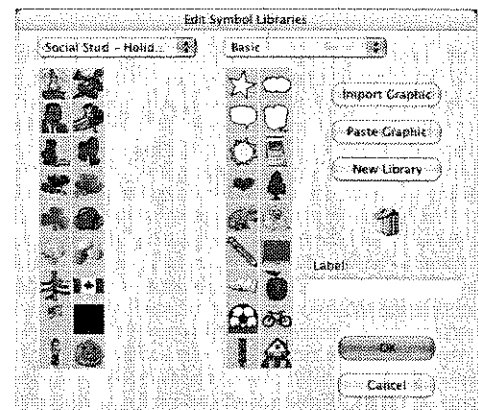
Click a symbol and drag it to another position within the same library.

Deleting a Symbol from a Library

Click the symbol you want to delete and drag it to the trash can.

Changing the label of a symbol

1. Click the desired symbol.
2. In the label window, enter a new label.



Import Graphic

1. Click the Import Graphic button.
2. Find the desired graphic on your hard drive, disk, or CD-ROM.
3. Click Open

The imported graphic will be added to the Custom category.

Paste Graphic

1. Copy an image from the Internet or from another application.
2. In the Edit Symbol Libraries window, click Paste Graphic.

The pasted graphic will be added to the Custom category.

New Library

1. Click the New Library button.
2. Choose a category from the pull down menu.
3. Enter a Name for your new library.
4. Click OK.



Using the Symbol Maker

Getting Started

1. Click to select the desired symbol on the screen
OR
Click a blank area on the screen.
Note - If you select a symbol on the screen, it will be replaced by whatever you create in the Symbol Maker.
2. Click the Symbol Maker icon at the top of the screen.
This will take you into the Symbol Maker area.



Exploring the Symbol Maker Window

Tools

Use the top eight tools to draw, paint, add lines, and add shapes.

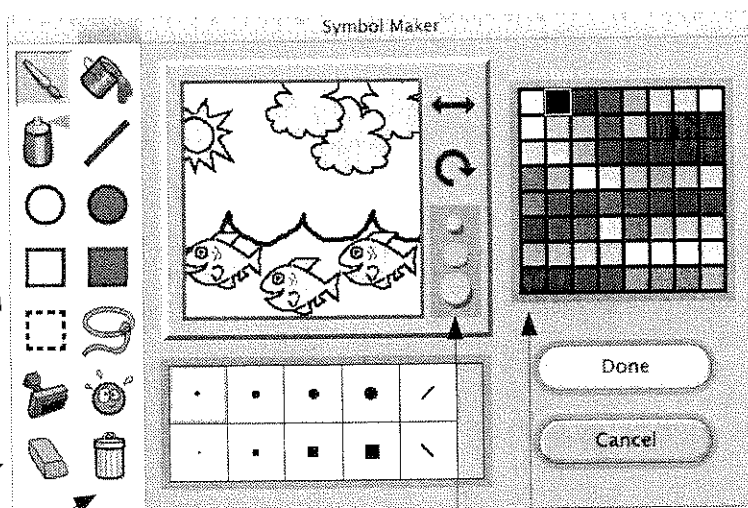
Use the rectangular or the lasso tools to select and move portions of the painting.

Use the Stamp tool to add shapes, numbers, and letters.

Click the Undo tool if you make a mistake.

Use the Clear tool to erase portions of your painting.

Click the trash can to clear the entire painting area.



Options

Use the options to change the shape and size of the paint brush and spray can.

When the stamp tool is selected, use the options to choose the desired shape, letter, or number.

Color Palette

Select colors using the color palette.

Stamp Options

Use the stamp options to change the size, to rotate, or to flip the stamp *before* you stamp it onto the screen.

Creating a Symbol

1. Use the tools, options, and color palette to create a design.
2. Click Done.
3. Your design will appear on your Kidspiration screen.



Text Options

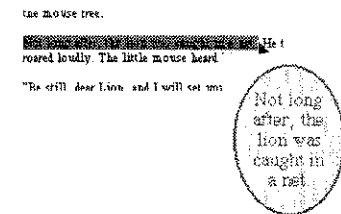
Fonts, Sizes, Styles, Colors

- Click to select the desired symbols and links:
 - Click one symbol or link to select it.
 - Hold the Shift key on the keyboard and click to select multiple symbols and links.
 - Pull down the Edit menu to Select All to select all symbols and links.
- To change the font, click the arrows at the bottom of the screen to scroll through the font options.
- Click the Text size arrows to resize the text.
 - The top arrow makes the font size larger.
 - The bottom arrow makes the font size smaller.
- Click one of the three text style icons to change the text to Bold, Italic, or Underline.
- Click the Text Color icon to select and change the color of the text.



Using Text from the Internet

- Find the desired information on a web page.
- Click and drag to select the desired text.
- From the Edit menu, choose Copy.
- Return to Kidspiration
- Pull down the Edit menu to Paste.



Creating a Hyperlink to a Web Page

Option 1:

- Type a web address.
It will automatically become a hyperlink.

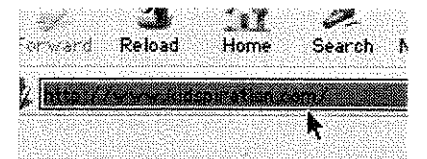
Option 2:

- Find the desired web page on the Internet.
- Select the address in the toolbar at the top of the screen.
- Pull down the Edit menu to Copy.
- Return to Kidspiration.
- Pull down the Edit menu to Paste.

The address will automatically become a hyperlink.

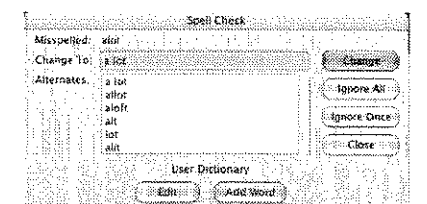


To activate a hyperlink, click the underlined text.
(This does require an active Internet connection).



Spell Check

- Pull down the Goodies menu to Spell Check.
- Move through the questionable words by choosing to Change to or Ignore the provided alternatives.



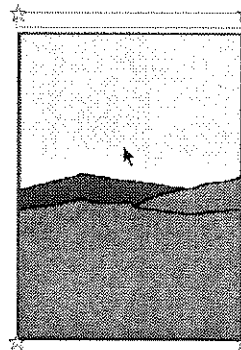
SuperGrouper

What is a super grouper?

A SuperGrouper acts as a container to hold symbols.
Moving a SuperGrouper will also move all of the symbols contained within it.

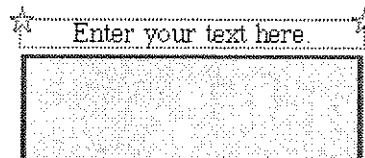
Adding a SuperGrouper

1. Click the SuperGrouper icon in the toolbar at the top of the screen.
2. Pull down to choose a SuperGrouper shape.
3. Move the SuperGrouper to the desired area of the window.



Moving / Resizing SuperGroupers

1. Click and drag the center of a SuperGrouper to move it to the desired location.
2. Click and drag one of the corner handlepoints (stars) to resize a SuperGrouper.
Note: click and drag the bottom right hand star to maintain the proportions while resizing.



Adding a Label

1. Click the text box at the top of the SuperGrouper.
2. Enter the desired text label.

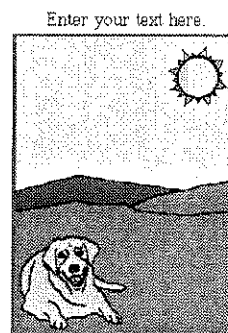
SuperGrouper Colors

1. Click to select the desired SuperGrouper:
2. Click the symbol colors icon at the bottom of the screen to change colors.



Adding Symbols To a SuperGrouper

1. Choose a symbol from the symbol library palette or from the screen.
2. Click and drag the symbol onto the SuperGrouper.
3. Release the mouse button.



Removing Symbols From a SuperGrouper

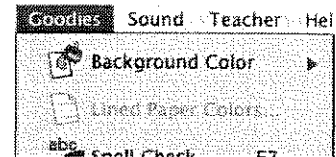
1. Click the symbol and drag it away from the SuperGrouper.
or
2. Click the symbol and press the Delete key.

Background Color / Sounds



Changing Background Color

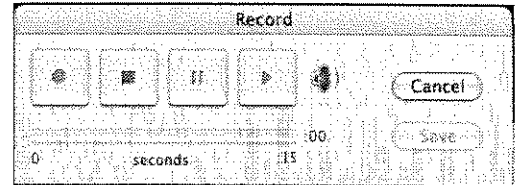
1. Pull down the Goodies menu to Change Background Color.
2. Select the desired color.



Recording Sounds

(Requires a computer with microphone.)

1. Click to select a symbol.
2. Pull down the Sound menu to Record.
3. Click Record. (The Circle button)
4. Speak or record the desired sound.
5. Click Stop. (The Square button)
6. Click Save.



Listening to Recorded Sounds

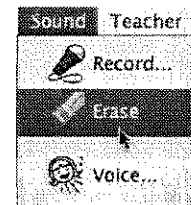
(Requires a computer with speakers.)

1. While still in the recording window, click the Play button. (The Triangle button) or
2. Click the speaker icon on the symbol.



Erasing Recorded Sounds

1. Click to select the symbol with a recorded sound.
2. Pull down the Sound menu to Erase.



The Listen Tool

1. Click to select the Listen tool at the top of the screen.
Note - clicking the Listen tool toggles it off and on.
2. Click a symbol (or any object with text.)
3. The computer will read the text to you.



Changing the Voice

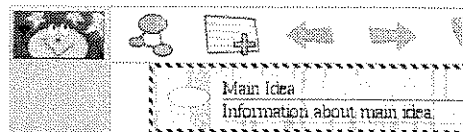
1. Pull down the Sound menu to Voices.
2. Click each voice to hear a sample.
3. Click to select the desired voice.
4. Click Choose to change the voice.



Writing Mode

Entering Text

1. Select "First Idea".
2. Begin typing to replace "First Idea" with your own text.
(Text entered above the top line will become the topic. This text will show in the picture view.)
3. Click below the top line to enter supporting information.
(Text entered below the top line is supporting information. It will not show in the picture view.)



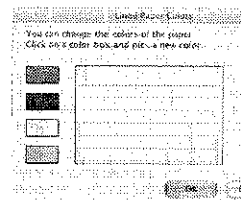
Adding/Moving Ideas

1. Click the Add Ideas icon in the top toolbar to add a new paper.
2. Click the left and right facing arrows to move the idea to the left or right.
3. To rearrange the ideas:
 - a. Click away from the ideas to deselect them.
 - b. Click the desired idea and drag it to a new position.



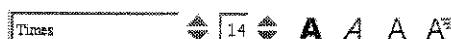
Changing Paper Colors

1. Pull down the Goodies Menu to Lined Paper Colors.
2. Choose the desired colors for the paper background and the lines.



Fonts, Sizes, Styles, Colors

Use the toolbar at the bottom of the page to choose the font, size, style, and color.



Changing the Prefix

Click the Prefix icon in the toolbar at the bottom of the page to toggle through the following prefix options:

1. No prefix.
2. Bullets
3. AlphaNumerals
4. Roman Numerals
5. Numeric



Hide/Show Paper

Click the Show or Hide Paper icon in the toolbar at the bottom of the page to toggle between hide paper and show paper.

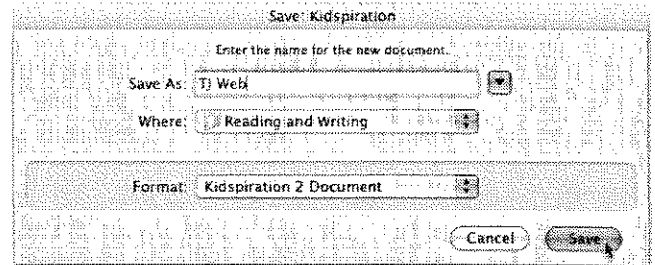


Saving / Exporting / Printing



Saving the Document

1. Pull down the File menu to Save.
2. Enter a name for the document.
3. Maneuver to the desired location.
4. Click Save.



Exporting Options

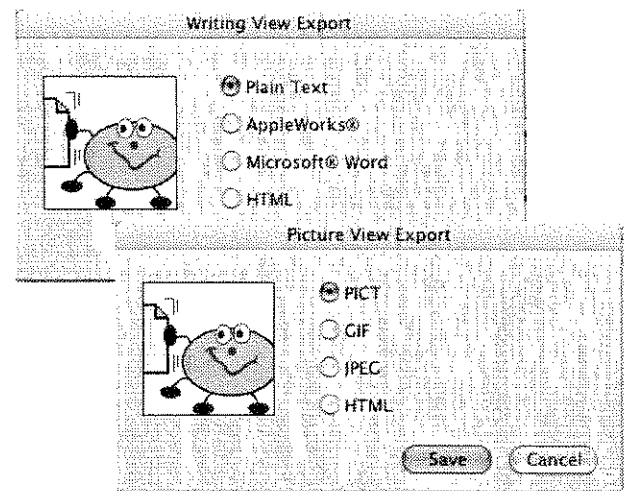
1. Pull down the File menu to Export.
2. Choose the desired format.
3. Click Save.

Writing View Export Options:

- Plain Text
- AppleWorks (RTF)
- Microsoft Word (RTF)
- HTML

Picture View Export Options:

- PICT
- GIF
- JPEG
- HTML



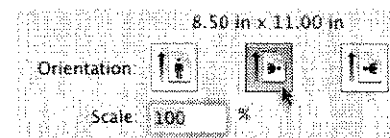
Adding a Page Header

1. Click the Student Name icon in the toolbar at the top of the screen.
2. Enter the desired header information to print at the left, center, and right of the header area.
3. Choose whether or not you want page numbers to print.



Printing

1. Pull down the File menu to Page Setup.
2. Choose between portrait (vertical) and landscape (horizontal) orientation.
3. Pull down the File menu to Print.
4. Change options if desired.
5. Click Print.

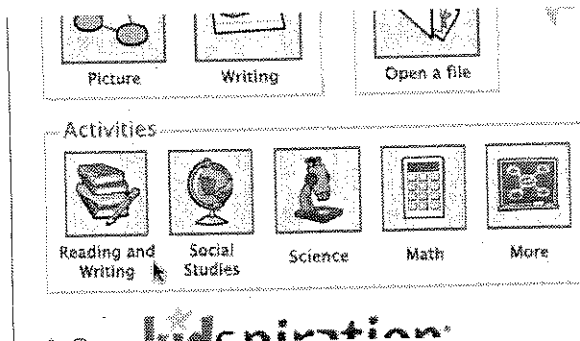


Activities

Activities are templates. Students can open the files and make changes to them, but the original files will remain unchanged so that they can be used over and over.

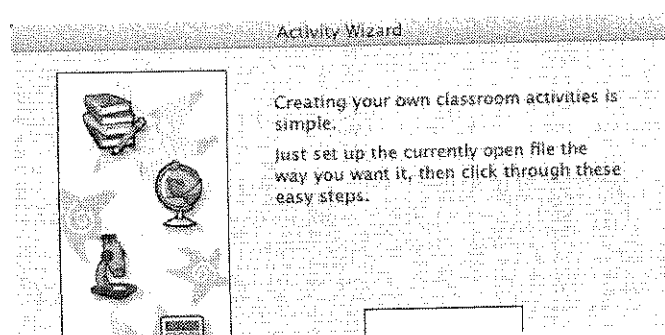
Choosing an Kidspiration Activity

1. Pull down the File Menu to New.
2. Choose one of the Activity categories.
3. Scroll through the activities and select one.
4. Click OK.



Creating Your Own Activity

1. Open a new Kidspiration document.
2. Add symbols and text as desired.
3. Pull down the Teacher menu to Save with Activity Wizard.
4. The wizard will lead you through the process of creating and saving your activity.
5. Once your activity is saved, it will appear as one of the options from the Kidspiration startup window (as shown above).



Using the Create It With Kidspiration CD

The examples included with the Create It With Kidspiration CD are saved so that they can be edited to fit your needs. To turn an example file into an activity:

1. Open an example file from the CD.
2. Make changes to the file if desired.
3. Pull down the Teacher menu to Save as Activity.
4. The wizard will lead you through the process of creating and saving your activity.
5. Once your activity is saved, it will appear as one of the options from the Kidspiration startup window.

